

NONCERTIFIED PERSONNEL DATA 2007-2008

Indiana Department of Education
 Division of Educational Information Systems
 Room 229, State House
 Indianapolis, IN 46204-2798
 (317)232-0808

DOE-NE

Dr. Suellen Reed, Superintendent
 Revised 09/2007
 Due: October 30, 2007

Form DOE-NE should be based on employee counts as of October 1, of the current school year. A copy should be filed in the school corporation's central office. Please provide information below for each employee not reported on the DOE-CE/CP Report (Certified Employee/Certified Personnel) paid in your school corporation (whether they are on the corporation payroll or paid through a school extracurricular account). In the spaces below, please indicate the full-time equivalent (FTE)* and **actual count** of all employees working in the areas specified. See the sheet for definitions of categories. If employees could be reasonably classified in more than one category, you may either divide their equivalent time or place them completely in one category. Please make certain they are counted only once.

*In the appropriate columns, please express all figures in FTE and actual count positions. A full-time employee is considered to be 1.00. Therefore, a part-time employee or one working in more than one of the above categories should be expressed as a decimal less than 1.00.

	Male FTE	Female FTE	Male Actual Count	Female Actual Count
I. Instructional and Supplemental Pupil Services				
A. Library Aides				
B. Kindergarten Aides				
C. Special Education Aides				
D. Prime Time Aides				
E. Prekindergarten or Head Start Aides				
F. Educational Interpreters				
G. Other				
II. Cafeteria and Food Services				
A. Cafeteria Manager (one per kitchen)				
B. Food Service Director (system-wide)				
C. All Other Food Service Employees				
III. Health Services				
A. Registered Nurses RN (Not Licensed By DOE Professional Standards)				
B. Other				
IV. Office-Clerical-Secretarial				
V. Executive-Administrative-Accounting				
A. Business Manager				
B. Buildings and Grounds Director				
C. Community Relations-Publicity Director				
D. Other				
VI. Maintenance-Custodial-Warehousing-Security-Transportation				
A. Building Custodians				
B. Bus Drivers				
C. Other				
VII. Computer Services				
VIII. Other				
Grand Total				

Preparer Name:	Telephone Number:	Date:
I certify that this report is true and accurate in every respect to the best of my knowledge.	Superintendent's Signature:	

NONCERTIFIED PERSONNEL CATEGORY INCLUSIONS

- I. **Instructional and Supplemental Pupil Services:**
- | | |
|---------------------------------|--|
| Assistant School Librarian | Library Secretary |
| At-Risk Aide | Prekindergarten or Head Start Program Aide |
| Audio-Visual Clerk or Secretary | Prime Time Aide |
| Audio-Visual Specialist | ROTC Administrator |
| Bus Aide | ROTC Instructor |
| Educational Interpreters | School Crossing Guard |
| Film Clerk | Social Worker |
| Instructional Aide | Special Education Aide |
| Instructional Materials Clerk | Study Hall Aide |
| Kindergarten Aide | Teacher Aide |
| Library Aide | Therapist-Physical |
| Library Personnel | |
- II. **Cafeteria and Food Services:**
- | | |
|---|---------------------------------------|
| Bookkeeper | Cafeteria Manager (over all kitchens) |
| Cashier or Clerk | Nutritionist or Dietitian |
| Cook or Baker | Satellite Hostess |
| Dishwasher | Secretary |
| Driver | Servers |
| Food Service Assistant | Supervisor, Manager, Head Cook or |
| Food Service Director, Supervisor, Coordinator or | Line Leader (over one kitchen) |
- III. **Health Services:**
- | | |
|--|--------------|
| Dental Hygienist | Physician |
| Dentist | Psychiatrist |
| Dietician | Psychologist |
| Psychometrist | |
| Registered Nurse RN (Not Licensed By DOE-Professional Standards) | |
- IV. **Office-Clerical-Secretarial Services:**
- | | |
|----------------------------------|---------------------------------------|
| Attendance Clerk or Secretary | Office Supervisor |
| Board Secretary | Payroll Clerk |
| Bookstore Manager | Payroll Supervisor |
| Clerk-Typist | PBX Operator |
| Executive Director | Personnel Records Secretary |
| File Clerk | Private Secretary |
| Financial Bookkeeper | Publicity and Communication Secretary |
| General Clerk | Receptionist |
| General Secretary | Secretarial Clerk |
| Mail Clerk | Stenographer |
| Office Messenger or Mail Courier | Typist |
- V. **Executive-Administrative-Accounting:**
- | | |
|--------------------------------|--------------------------------------|
| Accountant | Health Service Director |
| Assistant Bookkeeper | Publicity and Communication Director |
| Budget Manager and Accountant | Purchasing Director or Agent |
| Buildings and Grounds Director | School Corporation Treasurer |
| Business or Financial Manager | |
- VI. **Maintenance-Custodial-Warehousing-Transportation:**
- | | |
|---|-------------------------------------|
| Audio-Visual Repairperson | Locksmith |
| Bookbinder | Maintenance Assistant Supervisor |
| Brick Mason | Maintenance Supervisor |
| Bus Driver | Mechanic |
| Carpenter | Offset Printer |
| Cement Finisher | Painter |
| Construction Laborer | Piano Tuner or Instrument Repair |
| Custodian | Planning or Construction Supervisor |
| Day or Night Watch person or Security Guard | Plasterer |
| Delivery Driver | Plumber |

Electrician
Engineer
Firefighter
Floor Finisher
Food Service Maintenance
General Maintenance
Grounds Keeper or Landscaper
Head Custodian
Heat Burner and Control Service
Inventory Clerk
Laundry Worker

Printer
Property Control Officer
Receiving Clerk
School Press Operator
School Press Supervisor
Supply Clerk
Television Repairmen
Transportation Clerk, Director, or Supervisor
Trash Collector
Truck Driver
Warehouse or Supplier Supervisor

VII.

Data Entry
Director or Supervisor
Computer Operator

Computer Services:

Programmer or Analyst
Tape Librarian